

# VENDOR APPLICATION

## CITY OF DUNWOODY

PURCHASING DIVISION

400 Northridge Road Suite 1250  
Atlanta, Georgia 30350

TELE: (678) 382-6700  
FAX: (678) 382-6701

☐ New Applicant    ☐ Name and/or Address Change    ☐ Add Commodities    ☐ Delete Commodities

ADDRESS: (COMPLETE NAME OF BUSINESS)		FEDERAL I.D.# OR SOCIAL SECURITY #:
MAILING ADDRESS:	REMITTANCE ADDRESS:	
CITY/STATE/ZIP:	ZIP CODE:	
TELEPHONE NUMBER:	FAX NUMBER:	
NAME OF REPRESENTATIVE(S) SERVING THE CITY OF DUNWOODY: _____		
CAN WE REQUEST QUOTES/COMMUNICATE VIA E-MAIL? <input type="checkbox"/> YES <input type="checkbox"/> NO    IF SO, PLEASE INDICATE E-MAIL ADDRESS: _____		
TYPE OF BUSINESS OR ORGANIZATION (CHECK): <input type="checkbox"/> DEALER <input type="checkbox"/> MANUFACTURER <input type="checkbox"/> FACTORY REP. <input type="checkbox"/> JOBBER <input type="checkbox"/> RETAILER <input type="checkbox"/> COMMODITY <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> INCORPORATED <input type="checkbox"/> MINORITY <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> OTHER		LENGTH OF TIME IN PRESENT BUSINESS (NUMBER OF YEARS): _____
NAME OF OFFICERS, OWNERS OR PARTNERS OF BUSINESS: PRESIDENT: _____ VICE-PRESIDENT: _____ SECRETARY: _____ TREASURER: _____ OWNERS/PARTNERS: _____		
DISTRIBUTION (LOCATION OF NEAREST PLANT/WAREHOUSES) _____		INVOICING TERMS (i.e. NET 30 DAYS, ETC.) _____
ATTN: ALL ITEMS FOR THE CITY OF DUNWOODY MUST BE QUOTED F.O.B. DESTINATION		
NAME AND TITLE OF PERSONS AUTHORIZED TO SIGN BIDS. THE LIST MUST BE KEPT CURRENT  _____ _____ _____ TITLE: _____ _____ _____ TITLE: _____ _____ _____ TITLE: _____		
PLEASE INDICATE ON THE ATTACHED LIST OF COMMODITIES/SERVICES FOR WHICH YOUR COMPANY IS INTERESTED IN SUBMITTING QUOTES, BIDS AND PROPOSALS		
IT WILL BE THE RESPONSIBILITY OF EACH BIDDER TO NOTIFY THE CITY OF DUNWOODY OF ADDRESS OR TELEPHONE NUMBER CHANGES. PLEASE SEND CHANGES AND THIS COMPLETED FORM TO: <b>CITY OF DUNWOODY – PURCHASING DIVISION</b> <b>400 NORTHRIDGE ROAD SUITE 1250</b> <b>ATLANTA, GA 30350</b>		
I certify that the foregoing information is a full, true and correct statement of facts. I understand that my failure to respond to three (3) Bid Invitations of any one class will result in the City of Dunwoody Purchasing discontinuance in sending future bid invitations on that particular commodity.		
SIGNATURE	TITLE	DATE

**COMMODITY CODE LIST**  
**PUT A CHECKMARK (✓) BY THE COMMODITY YOU WISH TO SUPPLY**

<b>A</b>		
5	Abrasives	
10	Acoustical Tile, Insulating Materials, and Supplies	
15	Addressing, Copying, Mimeograph, and Spirit Duplicating Machine Supplies, Chemicals, Inks, Paper, Etc.	
19	Agricultural Crops & Grains including Fruits, Melons, Nuts & Vegetables	
20	Agricultural Equipment, Implements & Accessories (see Class 022 for Parts)	
22	Agricultural Implement & Accessory Parts	
25	Air Compressors & Accessories	
31	Air Conditioning, Heating & Ventilating; Equipment, Parts & Accessories (see related items in Class 740)	
35	Aircraft & Airport, Equipment, Parts, & Supplies	
905	Aircraft Operations Services	
37	Amusement, Decorations, Entertainment, Toys, Etc.	
40	Animals, Birds, Marine Life, & Poultry, including Accessory Items (Live)	
45	Appliances and Equipment, Household Type	
906	Architectural Services, Professional	
907	Architectural & Engineering Services, Non-Professional	
50	Art Equipment & Supplies	
52	Art Objects	
55	Automotive Accessories for Automobiles, Buses, Trucks, Etc.	
60	Automotive Maintenance Items & Repair/Replacement Parts	
65	Automotive Bodies, Accessories, & Parts	
70	Automotive Vehicles & Related Transportation Equipment	
75	Automotive Shop Equipment & Supplies	
<b>B</b>		
80	Badges, Emblems, Name Tags & Plates, Jewelry, Etc.	
85	Bags, Bagging, Ties, & Erosion Control Equipment	
90	Bakery Equipment, Commercial	
95	Barber & Beauty Shop Equipment & Supplies	
100	Barrels, Drums, Kegs, and Containers	
105	Bearings (except Wheel Bearings & Seals (see Class 060)	
110	Belts & Belting: Conveyor, Elevator, Power Transmission, & V-belts	
115	Biochemicals, Research	
120	Boats, Motors, & Marine & Wildlife Supplies	
908	Bookbinding, Rebinding, & Repairing	
125	Bookbinding Supplies	
135	Bricks & Other Clay Products, Refractory Materials, & Stone Products	
140	Broom, Brush, & Mop Manufacturing Machinery & Supplies	
145	Brushes (not otherwise classified)	
150	Builder's Supplies	
909	Building Construction Services, New	
910	Building Maintenance & Repair Services	
155	Buildings & Structures: Fabricated & Prefabricated	
160	Butcher Shop & Meat Processing Equipment	
<b>C</b>		
165	Cafeteria & Kitchen Equipment, Commercial	
175	Chemical Laboratory Equipment & Supplies	
180	Chemical Raw Materials (in large quantities primarily for Manufacturing Janitorial and Laundry Products)	
190	Chemicals & Solvents, Commercial (in bulk)	

**COMMODITY CODE LIST**  
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192	Cleaning Compositions, Detergents, Solvents, & Strippers – Prepackaged.	
193	Clinical Laboratory Reagents & Tests (Blood Grouping, Diagnostic, Drug Monitoring, Etc.	
195	Clocks, Timers, Watches, & Jewelers' & Watchmakers' Tools & Equipment	
200	Clothing, Athletic, Casual, Dress, Uniform, Weather Related, Work	
201	Clothing Accessories (see Class 800 for Shoes & Boots)	
915	Communications & Media Related Services	
204	Computer Hardware & Peripherals for Microcomputers	
206	Computer Hardware & Peripherals for Mini & Main Frame Computers	
207	Computer Accessories & Supplies	
208	Computer Software for Microcomputers (Preprogrammed)	
209	Computer Software for Mini and Main Frame Computers (Preprogrammed)	
210	Concrete & Metal Culverts, Pplings, Septic Tanks, Accessories & Supplies	
912	Construction Services General	
913	Construction Services, Heavy	
914	Construction Services, Trade (New Construction)	
918	Consulting Services	
220	Controlling, Indicating, Measuring, Monitoring, & Recording Instruments & Supplies	
225	Coolers, Drinking Water (Water Fountains)	
232	Crafts, General	
233	Crafts, Specialized	
240	Cutlery, Dishes, Flatware, Glassware, Trays, Utensils, & Supplies	
<b>D</b>		
245	Dairy Equipment & Supplies	
250	Data Processing Cards and Paper	
920	Data Processing Services & Software	
255	Decals and Stamps	
260	Dental Equipment & Supplies	
265	Draperies, Curtains, & Upholstery Material (including Automobiles)	
269	Drugs & Pharmaceuticals	
271	Drugs, Pharmaceuticals, & Sets (for large-volume Parenteral Administration, Infusion, Irrigation, Tube Feeding)	
<b>E</b>		
924	Educational Services	
280	Electrical Cables & Wires (not Electronic)	
285	Electrical Equipment & Supplies (except Cable & Wire)	
287	Electronic Components, Replacement Parts, Accessories: & Misc. Electronic Equipment (not for testing or analyzing see 730)	
290	Energy Collecting Equipment & Accessories: Solar & Wind	
295	Elevators & Escalators, Building Type	
305	Engineering Equipment, Surveying Equipment, Drawing Instruments, & Supplies	
925	Engineering Services, Professional	
310	Envelopes, Plain or Printed	
926	Environmental & Ecological Services	
315	Epoxy Based Formulations for Adhesives, Coatings, & Related Agents	
928	Equipment Maintenance, Reconditioning, & Repair Services for Automobiles, Trucks, Trailers, Transit Buses Other Vehicles	
929	Equipment Maintenance, Reconditioning, & Repair Services – Agricultural, Heavy Industrial Equipment, & Marine Equipment	
934	Equipment Maintenance, Reconditioning, & Repair Services – Laundry,	

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	Lawn, Painting, Plumbing & Spraying Equipment	
936	Equipment Maintenance, Reconditioning, & Repair Services – General Equipment	
938	Equipment Maintenance, Reconditioning, & Repair Services – Hospital, Laboratory & Testing Equipment	
939	Equipment Maintenance, Reconditioning, & Repair Services – Office, Photographic & Radio/Television Equipment	
940	Equipment Maintenance, Repair, Construction & Related Services – Railroad	
941	Equipment Maintenance, Reconditioning, Repair & Related Services – Power Generation	
<b>F</b>		
318	Fare Collection Equipment & Supplies	
320	Fastening, Packaging, Strapping, Tying Equipment & Supplies	
325	Feed, Bedding, Vitamins & Supplements for Animals (see Class 875 for Drugs Pharmaceuticals for Animals)	
330	Fencing	
335	Fertilizers & Soil Conditioners	
946	Financial Services	
340	Fire Protection Equipment & Supplies	
345	First Aid & Safety Equipment & Supplies (except Nuclear & Welding)	
945	Fishing, Hunting, Trapping, Game Propagation, & Related Services	
350	Flags, Flag Poles, Banners, & Accessories	
360	Floor Covering, Floor Covering Installation & Removal Equipment, & Supplies	
365	Floor Maintenance Machines, Parts, & Accessories	
370	Food Processing & Canning Equipment & Supplies	
375	Foods: Bakery Products (Fresh)	
380	Foods: Dairy Products (Fresh)	
385	Foods, Frozen	
390	Foods: Perishable	
393	Foods: Staple Grocery & Grocer's Misc. Items	
947	Forestry Services	
395	Forms, Continuous: Computer Paper, Form Labels, Snap-Out Forms, & Folders for Forms	
400	Foundry Castings, Equipment, & Supplies	
405	Fuel, Oil, Grease & Lubricants	
410	Furniture: Health Care & Hospital Facility	
415	Furniture: Laboratory	
420	Furniture: Cafeteria, Chapel, Dormitory, Household, Library, Lounge, School	
425	Furniture: Office	
<b>G</b>		
430	Gases, Containers, Equipment: Laboratory, Medical & Welding	
435	Germicides, Cleaners, & Related Sanitation Products for Health Care Personnel	
440	Glass & Glazing Supplies	
<b>H</b>		
445	Hand Tools (Powered & Non-Powered), Accessories & Supplies	
450	Hardware & Related Items	
948	Health Related Services (for Human Services see class 952)	
460	Hose, Accessories, & Supplies: Industrial, Commercial, & Garden	

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465	Hospital & Surgical Equipment, Instruments, & Supplies	
470	Hospital handicap & Related Specialized Equipment & Supplies, Mobility, Speech Impaired, & Restraint Items	
475	Hospital, Surgical, & Related Medical Accessories & Sundry Items	
952	Human Services	
<b>I</b>		
953	Insurance, All Types	
<b>J</b>		
485	Janitorial Supplies, General Line	
<b>K</b>		
<b>L</b>		
490	Laboratory Equipment & Accessories (for General Analytical & Research Use): Nuclear, Optical, & Physical	
493	Laboratory Equipment & Accessories: Biochemistry, Chemistry, Environmental Science, Etc.	
495	Laboratory & Field Equipment & Supplies; Biology, Botany, Geology, Microbiology, Zoology, Etc.	
500	Laundry and Dry Cleaning Equipment, Accessories, Parts & Supplies – Commercial	
505	Laundry and Dry Cleaning Compounds & Supplies	
954	Laundry and Dry Cleaning Services	
510	Laundry Textiles & Supplies	
515	Lawn Maintenance Equipment, Accessories, & Parts (Non-Agricultural Applications)	
520	Leather & Related Equipment, Products, Accessories, & Supplies	
525	Library & Archival Equipment, Machines, & Supplies	
956	Library Services (see Class 908 for Bookbinding, Rebinding, & Repairing)	
530	Luggage, Brief Cases, Purses & Related Items	
540	Lumber & Related Products	
<b>M</b>		
545	Machinery & Hardware, Industrial	
958	Management Services	
959	Marine Construction Services; Marine Equipment Maint. & Repair Related Marine Serv.	
550	Markers, Plaques & Traffic Control Devices	
555	Marking & Stenciling Devices	
556	Mass Transportation – Transit Bus	
557	Mass Transportation – Transit Bus Accessories & Parts	
558	Mass Transportation – Rail Vehicles & Systems	
559	Mass Transportation – Rail Vehicle Parts & Accessories	
560	Material Handling & Storage Equipment & Allied Items	
565	Mattress Manufacturing Machinery & Supplies	
570	Metals: Bars, Plates, Rods, Sheets, Strips, Structural Shapes, Tubing, & Fabricated Items	
575	Microfiche & Microfilm Equipment, Accessories, & Supplies	
578	Miscellaneous Products	
961	Miscellaneous Professional Services	
962	Miscellaneous Services	
580	Musical Instruments, Accessories, & Supplies	

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<b>N</b>		
590	Notions & Related Sewing Accessories & Supplies	
595	Nursery Stock, Equipment, & Supplies	
<b>O</b>		
600	Office Machines, Equipment & Accessories	
605	Office Mechanical Aids, Small Machines, & Apparatuses	
610	Office Supplies: Carbon Paper & Ribbons, All Types	
615	Office Supplies: General	
620	Office Supplies: Erasers, Inks, Leads, Pens, Pencils, Etc.	
625	Optical Equipment, Accessories, & Supplies	
<b>P</b>		
630	Paint, Protective Coatings, Varnish, Wallpaper, and Related Products	
635	Painting Equipment & Accessories	
640	Paper & Plastic Products, Disposable	
645	Paper (for Office & Print Shop Use)	
650	Park, Playground, Recreational Area and Swimming Pool Equipment	
652	Personal Hygiene and Grooming Equipment & Supplies	
655	Photographic Equipment & Supplies (not including Graphic Arts, Microfilm, and X-ray)	
658	Pipe and Tubing	
659	Pipe and Tubing Fittings	
660	Pipes, Tobaccos, Smoking Accessories; Alcoholic Beverages	
665	Plastics, Resins, Fiberglass: Construction, Forming, Laminating, Molding Equipment, Accessories, Supplies	
670	Plumbing Equipment, Fixtures, & Supplies	
675	Poisons: Agricultural & Industrial	
680	Police Equipment & Supplies	
685	Poultry Equipment & Supplies	
690	Power Generation Equipment, Accessories, & Supplies	
691	Power Transmission Equipment – Electrical, Mechanical, Air & Hydraulic	
700	Printing Plant Equipment & Supplies (except Papers)	
965	Printing Preparations: Etching, Photoengraving, & Preparation of Mats, Negatives & Plates	
966	Printing & Related Services	
710	Prosthetic Devices, Hearing Aids, Auditory Testing Equipment, Electronic Reading Devices, Etc.	
968	Public Works & Related Services	
715	Publications & Audiovisual Materials (Prepared Materials Only, not Equipment, Supplies, or Production) (see Class 785 for Instructional Aids)	
720	Pumping Equipment & Accessories	
<b>Q</b>		
<b>R</b>		
725	Radio Communication, Telephone, & Telecommunication Equipment, Accessories, & Supplies	
730	Radio Communication & Telecommunication Testing, Measuring, & Analyzing Equipment, Accessories & Supplies	
735	Rags, Shop Towels, & Wiping Cloths	
971	Real Property Rental or Lease	
740	Refrigeration Equipment & Accessories	

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975	Rental or Lease Services of Equipment – Agricultural, Aircraft, Automotive, Heavy Equipment & Marine Equipment	
977	Rental or Lease Services of Equipment – Appliances, Cafeteria, Film, furniture, Hardware, Musical, Sewing, Window & Floor Coverings	
979	Rental or Lease Services of Equipment – Engineering, Hospital, Laboratory, Precision Instruments, Refrigeration, Scales, & Testing Equipment	
981	Rental or Lease of Equipment – General Equipment	
983	Rental or Lease Services of Equipment – Clothing, Janitorial, Laundry, Lawn, Painting, Spraying, & Textile Equipment	
984	Rental or Lease Services of Computers, Data Processing, & Word Processing, Equipment	
985	Rental or Lease Services of Equipment – Office, Photographic, Printing, Radio/Television/Telephone Equipment	
745	Road and Highway Building Materials (Asphaltic)	
750	Road and Highway Building Materials (Non-Asphaltic)	
755	Road and Highway Equipment & Parts: Asphalt & Concrete Handling & Processing	
760	Road and Highway Equipment: Earth Handling, Grading, Moving, Packing, Etc.	
765	Road and Highway Equipment (except Asphalt, Concrete, and Earth Handling Equipment in Classes 755 & 760)	
988	Roadside, Grounds, Recreational & Park Area Services	
770	Roofing	
<b>S</b>		
998	Sale of Surplus & Obsolete Items	
775	Salt (Sodium Chloride) (see Class 393 for Table Salt)	
989	Sampling & Sample Preparation Services (for Testing)	
780	Scales & Weighing Apparatus (see 175-08 for Laboratory Balances)	
990	Security, Fire, Safety, & Emergency Services	
785	School Equipment & Supplies	
790	Seed, Sod, Soil, and Inoculants	
795	Sewing Room & Textile Machinery, and Accessories	
800	Shoes & Boots	
801	Signs, Sign Materials, Sign Making Equipment, and Related Supplies	
803	Sound Systems, Components, & Accessories: Group Intercom, Music, Public Address, Etc.	
805	Sporting Goods, Athletic Equipment & Athletic Facility Equipment	
810	Spraying Equipment (except Household, Nursery Plant, and Paint)	
815	Steam & Hot Water Fittings, Accessories, and Supplies	
820	Steam & Hot Water Boilers & Steam Heating Equipment	
825	Stockman Equipment & Supplies	
<b>T</b>		
830	Tanks (Metal, Wood, & Synthetic Materials): Mobile, Portable, Stationary, & Underground Types	
832	Tape (not Data Processing, Measuring, Optical, Sewing, Sound or Video)	
840	Television Equipment & Accessories	
992	Testing & Calibration Services	
845	Testing Apparatus & Instruments (not for Electrical or Electronic Measurements)	
850	Textiles, Fibers, Household Linens, & Piece Goods	
855	Theatrical Equipment & Supplies	
860	Tickets, Coupon Books, Sales Books, Strip Books, Etc.	

**COMMODITY CODE LIST**  
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863	Tires & Tubes	
864	Train Controls, Electronic	
865	Twine	
<b>U</b>		
<b>V</b>		
870	Venetian Blinds, Awnings, & Shades	
875	Veterinary Equipment & Supplies (see Class 325 for Vitamins & Supplements for Animals)	
880	Visual Education Equipment & Supplies (except Projection Lamps – see Class 285)	
883	Voice Response Systems	
<b>W</b>		
885	Water & Wastewater Treating Chemicals	
890	Water Supply, Groundwater, Sewage Treatment, & Related Equipment (not for Air Conditioning, Steam Boiler, or Laboratory Reagent Water)	
895	Welding Equipment & Supplies	
<b>X</b>		
898	X-ray & Other Radiological Equipment & Supplies (Medical)	
<b>Y</b>		
<b>Z</b>		